

**The Hashemite Kingdom of Jordan
The Legislative and Opinion Bureau**

**The Legislative and Opinion Bureau Organizational Structure and Main Functions'
Description**

May 2012

First Edition

The Administrative Units Main Functions' Description

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The Administrative Units Main Functions' Description

Introduction:

Pursuant to the Legislative and Opinion Bureau Capacity Building Project , which started in June ,2011 and in light of the Bureau's current status analysis results and the discussion of the first draft of the (Organizational Structure and Main Functions' Description Document) - which was prepared during July 2011-with both the Bureau's President and Secretary General, in addition to all concerned Bureau's staff members, in order to benefit from their remarks and recommendations and to be able to closely learn about the administrative and technical functions of the Bureau, a document titled “ Diagnoses of the Bureau's Functions and Organizational Structure Current Status and its Staff Members” , in addition to preparing this report which illustrates the suggested organizational structure and the administrative units' main functions description. Noting that the above referred to initial draft, included the comparative studies and the cluster analysis of the Bureau's role and functions and the main factors which were taken into consideration in designing the organizational structure in addition to the methodology which was adopted in order to achieve this.

The following are the main amendments, which were made on the Organizational Structure suggested in the initial draft:

1. The creation of an office linked to the Bureau's President, named “the Legislations' Follow Up and Consultations Office”, which shall carry out some of the current Legislative Clerks' Office Functions. This office is intended to work according to automated and coherent new work procedures, consistent with the Bureau's functions (incoming, outgoing, filling and files). Noting that the current functions of the Legislative Clerks' Office (as provided to the Rule of Law Project Consultant) are as follows:
 - Receipt of the Bureau's incoming mail from the Incoming and Outgoing Section after it is being processed and stamped with the appropriate stamp.
 - Instructing the Incoming and Outgoing Section in some instances in relation to the stamp that shall be used in processing the related documents or transactions.
 - Verifying the incoming mail in relation to the attachments and the sending party after fulfilling the above stated two phases.
 - Organizing the mail according to type and commenting on each transaction according to its subject.
 - Submitting the mail to be reviewed by the Bureau's President.
 - The transaction shall be referred in order to complete the electronic and hard copy storing process and handing it over to the intended party (the Legislation Commission , a Councilor , Committee ...).
 - Documenting the legislations received from the Outgoing and Incoming Section or from the Panels or the Legal Committee , in a special register , which shall be distributed

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according to the daily and continues update of the mail movement in order to be easily able to refer to it at any time:

- The legislations referred to consultants, including (subject, date, the sending party, the action taken, notes – reasons behind action taken-).
 - Legislations which are ready to be submitted to the Legal Committee.
 - Legislations which are approved by the Legal Committee.
 - Legislations awaiting distribution.
 - Legislations, which were put on hold temporarily.
 - Legislations, which the Bureau had corresponded with the related parties regarding it.
 - Legislations, which were withdrawn from the Bureau.
 - Legislations, which were permanently kept (no action is taken) .
 - The documentation of consultations according to the following :
 - Consultations awaiting distribution.
 - Consultations referred to consultants, where each consultant has an independent list, which shows the consultation's subject, the date it was received, the date it was referred to the related consultant according to the actions required to be taken based on the consultation such as requesting additional information from the sending party, in addition to the notes which show the consequence of completing the consultation and the date it was sent out to the requesting party.
 - Coordinating with the Bureau's President in relation to the legislations which are handed to him/her by the consultants in addition to the consultations , including referring them to the Legislations Panel or the consultants as the case may be and following up on the completed legislations and consultations through corresponding with the party , which is interested with the final outcome.
 - Coordinating with the Bureau's President in order to disrepute the legislations and consultations to the related consultants according to the following:
 - The workload each consultant is dealing with.
 - The nature of the requested legislation or consultation.
 - The related consultant's expertise and area of specialization.
 - The nature of urgency in the consultation or legislation.
 - Other considerations.
 - Supervising and following up on all aspects related to legislations and consultations with the related bodies and answering any questions or inquires related to them.
 - Keeping copies of legislations and consultations awaiting distribution for easy reference.
2. Adding the language editing function to the Legislations and Consultations Follow Up Office in order to carry out such functions.
 3. Adding the function of supervising the translation of legislations which are requested to be translated , whether through contracting legal translation offices or through

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appointing a translator (despite our recommendation of not doing so , due to the difficulty of recruiting a translator because of the high fees the qualified translators charge for their services).

4. Keeping the post of “Consultant’s Assistant” and including it in the suggested job titles according to the regulations adopted by the Bureau, despite the fact that there is no one who is assuming such post and the possibility of replacing such post with the post of a legal researcher. Keeping such post shall participate in creating a career path for the Bureau’s staff and encourage the staff members who work as legal researchers.
5. Amending the IT Section Job Titles according to the section’s staff member’s current status analysis results in order to reflect the Bureau’s actual current and future needs.

The Common Administrative Functions for each of the Directorates and Sections:

The following points illustrate the main and most important administrative functions and duties of the personnel entrusted with managing the various directorates and sections.

The directorates and administrative units' directors' administrative functions:

1. Participating in the development of the Bureau's objectives and strategic plans.
2. Preparing the executive work plans for the related directorates and the approval of its sections plans and programs in addition to overseeing the its implementation.
3. Preparing the related directorate's financial budget, where it should be directed by results and compatible with the directorates' objectives and plans.
4. Overseeing the good implementation of the sections' functions and activities, in addition to submitting progress reports on periodic basis.
5. Developing the work's processes and procedures, in addition to enhancing the staff performance and giving them the needed directions.
6. Establishing the appropriate organizational and administrative atmosphere, in addition to providing the staff members with the appropriate means in order to motivate their participation and creativity.
7. Facilitating and coordinating the communication channels between the directorate and the other units in addition to working towards its development.

The heads of sections' administrative functions and duties:

1. Preparing the related section's work plans and programs in addition to participating in the development of the directorate's programs and work plans.
2. Preparing both periodical and non periodical reports, related to the section's achievements and submitting them to the related party.
3. Supervising the employees and executing the section's functions and activities according to the approved plans, in addition to the distributing the work among the employees.
4. Defining the problems related to the employees work and activities and taking the necessary actions needed in order to provide a positive work environment and enhancing and evaluating the employees' performance.
5. Preparing the procedures and directions related to organizing the work inside the section, in addition to working towards the continuing development of the work methods and processes.
6. Carrying out any other functions and duties delegated to him/her by his/her direct supervisor, provided that such duties fall within the scope of the section's functions.

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LOB Organizational Structure and Main Functions of Each Administrative Unit

Administrative Unit	The Legislative and Opinion Bureau	
Jurisdiction/ General Objective.	Studying the draft laws and regulations and providing the Bureau’s opinion, amending its provisions and redrafting them, in addition to putting any draft assigned to it by the Prime Minister and initiating any draft or suggestion in relation to the amendment of any existing legislation and preparing the studies and researches , holding the workshops and meetings and giving opinion and legal consultations.	
Person Directly Responsible	Bureau’s President	
Number of Employees	Total Required Number of Employees:	
The subunits directly reporting to the President of the Bureau:		
<ul style="list-style-type: none">- The Secretary General- The Legislations and Consultations Panel.- The Legislations Modernization and Development Panel.		<ul style="list-style-type: none">- The Internal Auditing and Control Unit.- The Legislations and Consultations Follow Up Office.- The Bureau’s President Office.
Legislative and Opinion Bureau Organizational Structure		

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The Bureau's Main Functions :

Technical Functions :

- 1. Studying and reviewing the draft laws and regulations submitted to the Bureau, and provide its opinion regarding them in addition to amending and redrafting their provisions.**
- 2. Preparing the new draft laws and regulations based on a designation by the Prime Minister, or initiating the suggestion of any draft law or regulation or the amendment of any existing legislation.**
- 3. Participating in the modernization and development of the legislations in the Kingdom.**
- 4. Providing its opinion in relation to legal consultations submitted to the Prime Minister or those submitted directly to the Bureau by the various ministries and governmental departments , in addition to those submitted by the public official entities and local authorities. The Bureau also provides its opinion in relation to the cases and events that might arise due to the disputes and differences in opinion that might occur between such entities while performing their various functions and responsibilities and the disputes that might take place due to the differences related to the implementation of the various legal provisions.**
- 5. Preparing the studies and researches related to the Bureau's work and functions.**
- 6. Holding workshops and meetings related to the legal subjects, which fall under the Bureau's jurisdiction and functions.**
- 7. Developing and activating the legislative data memorandum related to the various legislations, in addition to the legislative impact studies submitted by the various governmental bodies according to the need. Preparing the manual related to studying and analyzing the draft laws and regulations.**
- 8. The development of manuals in order to unify the legislative terms and promoting the art of legislative drafting.**
- 9. Documenting the various related legislations and keeping its originals in addition to indexing and categorizing them and publishing the promulgated legislations in the Official Gazette and making them available to the public in without delay.**
- 10. Drafting the organizational decisions and directives which have a general nature and issued by the Council of Ministers in addition to putting such decisions in the suitable legal frame according to the Prime Minister's requests.**
- 11. Conducting comparative studies in relation to the Arab and foreign legislations in addition to the legislations issued by the regional and international bodies.**
- 12. The establishment of a developed legal library (electronic and hard copy).**

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- 13. Exchange expertise and information with the related official and non official entities in addition to the various states and international and regional organizations and bodies.**
- 14. Exchange of expertise and information with the local official and non official apparatuses in addition to the various states and international and regional organizations and bodies.**
- 15. Any other functions that might be given to the Bureau , provided that it is related to legislation or legal matters.**

Administrative Functions :

1. The formulation of the Bureau's general policies and overseeing its implementation through the adoption of the plans related to the implementation of such plans.
2. Approving the Bureau's organizational structure, the main functions descriptions of its administrative units and the post's job description cards.
3. The provision of a stimulating environment for the legislative sub panels such as the needed legal resources and electronic legal data bases by subscribing and making them available to the consultants, their assistants and the legal researches. The provision of training programs , technical and directory manuals and making sure that the bureau adheres to the art of legislative drafting and its rules and style in relation to the development of the legislation , its organization , the organization of its sections and articles and the use of the appropriate terms and phrases.
4. The creation of a suitable working atmosphere between the consultants and their assistants in order to be exposed to the principles of the legislation process and how to build the various legal rules and its relation with the strengthening of the rule of law principle. The subscription in the specialized websites , which are related to the Bureau's work in addition to the provision of the electronic and paper legal and jurisprudential resources.
5. Develop the executive work procedures and ensure the quality of the provided legislative and legal services.
6. The application of the human resources management and development policies , which would lead to enabling the Bureau to attract qualified personnel and maintain them , in addition to enhancing their capabilities , knowledge and performance.
7. Defining the human resources, financial and logistical needs and the needs related to building and equipment and materials needed in order to ensure the flow of work in the Bureau.
8. Organizing the Bureau's accounts and preparing its annual budget.
9. Supervising the Bureau's supporting administrative services and functions of.

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Administrative Unit	The Legislation and Consultations Panel
General Function	<ol style="list-style-type: none"> 1. Studying and preparing all the legislations submitted to the Bureau and providing the Bureau's opinion in relation to the legal consultations submitted to the Prime Minister or directly to the Bureau by the various ministries and governmental departments , in addition to those submitted by the public official entities and local authorities. The Bureau also provides its opinion in relation to the cases and events that might arise due to the disputes and differences in opinion that might occur between such entities while performing their various functions and responsibilities and the disputes that might take place due to the differences related to the implementation of the various legal provisions.
Directly Responsible Person	Bureau's President
Number of Employees.	Total Required Number of Employees:
Sections / Sub Units	
<ul style="list-style-type: none"> - The Sub Legislative Panels (composed at least of one consultant and a consultant's assistant in addition to at least one legal researcher). - Legislative Consultant (8). - Consultant's Assistant (8). - Legal Researcher (8). <p>Note: in some instances the legislative sub panel can be composed on one consultant and one legal researcher.</p>	
The Legislations and Consultations Panel Organizational Structure :	

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The Legislations and Consultations Panel Main Functions:

1. Studying and analyzing the draft legislations (laws and regulations) referred to it according to the draft laws and regulations studying manual and making sure that there is a constitutional or legal basis for issuing such draft legislation or there is a need for its issuance.
2. Preparing the memorandum related to the studying of the legislations which are submitted to the legislative sub panels if there is a possibility to review the development or amendment of the related legislation including the text of the original legislation (if present), the provisions suggested by the related governmental entity in addition to the other terms and notes requested according to the adopted procedure.
3. Studying and reviewing the draft's provisions in relation to subject matter and formalities and making the needed amendments to such draft, taking into account the controls and considerations applied by the Bureau.
4. The establishment of a unified methodology related to the preparation and drafting of draft laws in addition to controlling the legislative language and style within a defined time frame , which takes into account the time needed for completing the various legislative steps also takes into account the procedures applied by the government and the legislative authority in relation to the creation of laws and regulations. Participating in the establishment of the good governance principles and legislative reform through the following:
 - Participating the development of the instructions and directions related to the activation of the regulatory impact assessment (RIA) , which are provided by the governmental entities which are concerned with the legislation and according to the need and the nature of the legislation.
 - The development of the draft laws and regulations data studies matrix.
 - The development of the draft legislative drafting manuals, in addition to suggesting the draft instructions related to ensuring the good legislative drafting.
5. Suggesting the invitation of the entities concerned with the legislation or the issues submitted to the sub panel or any other person who has the needed expertise in order to participate in the study of the suggested draft legislation. Requesting such parties to submit the documents, information or data that is needed by the sub panel in order to carry out its functions and duties.
6. Making sure that the suggested legislative provisions do confirm with the applicable constitutional provisions and that it does not contradict any other laws or regulations and making sure that the language of such suggested provisions can be understood by the lay persons and can be executed. The sub panel shall also point out if there are any contradictions or overlapping with any other provisions.
7. Giving the related parties the chance to review the draft laws while in the study and preparation

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phase in addition to receiving the notes and suggestions on such draft legislations made by such concerned parties.

8. Documenting and keeping the documents and records that were used in the drafting of the legislation in addition to keeping the reasons behind the drafting of the legislations by the legislative sub panel according to the procedures applied by the Bureau.
9. Reviewing the legislations issued in the Arab and foreign states in addition to those issued by the regional and international organizations and entities, in addition to conducting comparative studies with such legislations which are related to the suggested draft legislation.
10. Conducting thorough studies and benefiting from the past experiences when drafting the new draft laws and regulations, in addition to exploring and knowing the details of the place, time and environment where the past legal provisions were applied and documenting such information and documents in a way, which makes it easy to refer to it in the future.
- 16. Giving opinion in relation to the legal consultations referred to the Bureau by the Prime Minister or submitted to it directly by the various ministries and governmental departments, in addition to those submitted by the public official entities and local authorities. The Bureau also provides its opinion in relation to the cases and events that might arise due to the disputes and differences in opinion that might occur between such entities while performing their various functions and responsibilities and the disputes that might take place due to the differences related to the implementation of the various legal provisions.**
11. Providing the Bureau's directorates with the daily legal consultations , whether in relation to the employee's affairs or the agreements and contracts concluded by the Bureau with other parties.
12. Completing the needed documents and information from the parties requesting the legal consultations.
13. Developing and maintaining the a legal data base related to the legal consultations by gathering, categorizing and documenting the information and decisions , which are related to the Bureau's functions in coordination with the IT section.
14. Supervising the holding of workshops and lectures which are conducted by the Bureau , in relation to the agendas of such activities and the specialized legal subject matters in addition to participating in preparing the subjects and working papers which will be discussed during such activities.
15. Supervising the legal translation of the legislations, regulations and legal correspondences which there is a need to translate it to other languages , whether such translation is done through the panel or by contracting specialized translation offices.
16. Cooperation, coordination and exchanging expertise and information with the related internal and external parties.
17. Participating in conferences, workshops and activities related to the works and functions of the legislations and consultations panel according to an assignment by the Bureau's President. .

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Administrative Unit	The Legislation Development and Modernization Panel
General Competencies	The development and modernization of the legislations in order to satisfy the Kingdom's needs of modern legislations and enhance its ability to communicate and cooperate with other states on all levels. The Panels shall also be able to keep up with all economic, social and technical developments, in addition to holding the needed workshops and lectures.
Direct Supervisor	Chief Clerk
Number of Employees	Total number :
Sections / Subunits	
<ul style="list-style-type: none"> - Legislation Consultant, (2). - Assistant Consultant , (2) - Legal Researcher (2) 	
The Legislations Development and Modernization Panel's Organizational Structure	

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The Legislations Development and Modernization Panel's Main Functions :

1. Evaluate and modernize the applicable legislations in the Kingdom and recommend the needed amendments for such legislations in light of its practical application. Studying the shortages and legislative vacuum or the contradictions between some applicable legislation and to suggest the needed draft laws and regulations or amending the existing legislations.
2. Participating in modernizing the legislations in the Kingdom, in coordination with the related official bodies and reviewing the related legislations.
3. The full preparation of the draft legislations which are under study and adhering to the unified methodology adopted by the Bureau in addition to the procedures used in drafting the legislations which are adopted by the legislations sub panels.
4. Recommending the establishment of special committees to participate in the drafting, dialogue or discussions. Take into consideration that such committees shall include the qualified persons and related institutions from inside and outside the government, in addition to the civil society institutions. It shall also make sure that there is a discussion and dialogue with all effective parties which might be affected by the related legislation, in addition to developing the dialogue and discussion plans and the establishment of the advisory committees.
5. Documenting and keeping the legislations drafts in addition to the documents and compelling reasons behind drafting the legislations which were drafted by the panel.
6. Reviewing the legislations issued in the Arab and foreign states in addition to those issued by the regional and international organizations and entities, in addition to conducting comparative studies with such legislations which are related to the suggested draft legislation
7. Preparing legal and legislative studies and research papers in relation to the issues which fall under the Bureaus functions, in addition to documenting such studies and make them available to the internal panels and concerned parties.
8. Coordinating with the Jordanian universities in order to exchange information and work together to develop legal education in such universities.
9. Exchange of legislations and legal leaflets and journals with other countries in addition to the various international and regional organizations.
10. Making sure that the content of the Bureau's website is accurate.
18. Supervising the holding of workshops and lectures which are conducted by the Bureau , in relation to the agendas of such activities and the specialized legal subject matters in addition to participating in preparing the subjects and working papers which will be discussed during such activities.
19. Participating in conferences, workshops and activities related to the works and functions of the legislations and consultations panel according to an assignment by the Bureau's President.

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Administrative Unit	Consultations and Legislations Follow Up Office :
General Competencies	Ensuring the appropriate distribution of draft legislations and consultations submitted to the Bureau and following up on the work and progress regarding each of them in addition to ensuring the accuracy of the legislations language.
Direct Supervisor	Chief Clerk
Number of Employees	Total Number: 5
Sections / Subunits	
<ul style="list-style-type: none"> - Legislation Consultant or Consultant's Assistant, (2) . - Second Administrator or Legislations Follow Up Clerk, (1). - Language Editing Specialist, (2). - The Legal Committee Secretariat, a Consultant Assistant or a Legal Researchers was delegated to perform the duties of this post by the Bureau's President. - Files and Archiving Clerk , grade 3 . - 	
The Consultations and Legislations Follow Up Office's Organizational Structure :	

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The Legislations and Consultations Follow Up Office's Main Functions:

1. Documenting the legislations received from the Outgoing and Incoming Section or from the Panels or the Legal Committee , in a special register , which shall be distributed according to the daily and continues update of the mail movement in order to be easily able to refer to it at any time:
 - The legislations referred to consultants, including (subject, date, the sending party, the action taken, notes – reasons behind action taken-).
 - Legislations which are ready to be submitted to the Legal Committee.
 - Legislations which are approved by the Legal Committee.
 - Legislations awaiting distribution.
 - Legislations, which were put on hold temporarily.
 - Legislations, which the Bureau had corresponded with the related parties regarding it.
 - Legislations, which were withdrawn from the Bureau.
 - Legislations, which were permanently kept (no action is taken) .
2. The documentation of consultations according to the following :
 - Consultations awaiting distribution.
 - Consultations referred to consultants, where each consultant has an independent list, which shows the consultation's subject, the date it was received, the date it was referred to the related consultant according to the actions required to be taken based on the consultation such as requesting additional information from the sending party, in addition to the notes which show the consequence of completing the consultation and the date it was sent out to the requesting party.
 - Coordinating with the Bureau's President in relation to the legislations which are handed to him/her by the consultants in addition to the consultations , including referring them to the Legislations Panel or the consultants as the case may be and following up on the completed legislations and consultations through corresponding with the party , which is interested with the final outcome.
3. Making sure that the draft has been referred to the Bureau according to the related procedures.
4. Ensure compliance with any prior procedures the Bureau has to take when studying the draft legislation.
5. Coordinating with the Bureau's President in order to disrepute the legislations and consultations to the related consultants according to the following:
 - The workload each consultant is dealing with.
 - The nature of the requested legislation or consultation.
 - The related consultant's expertise and area of specialization.
 - The nature of urgency in the consultation or legislation.
 - Other considerations.
6. Keeping copies of legislations and consultations awaiting distribution for easy reference.
7. Electronic and hard copy auditing the language of the draft legislations, in order to make sure that it such drafts are free of any lingual mistakes (grammar , spelling, ...etc) and correcting such mistakes (if any) in order to have a well drafted legislation that is easy to be understood.

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8. The lingual auditing of the legal consultations the Bureau's various correspondences according to the need, in order to ensure the unification of the terms which have the same meaning.
9. Formatting and editing all Arabic texts issued by the Bureau.
10. Attending the draft legislations discussion sessions and provide the lingual opinion in relation to such drafts.
- 11.
12. Adding the function of supervising the translation of legislations which are requested to be translated , whether through contracting legal translation offices or through appointing a translator (despite our recommendation of not doing so , due to the difficulty of recruiting a translator because of the high fees the qualified translators charge for their services).
- 13.** Supervising the entry of the legislations to the website after their publication in the Official Gazette.

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The Legal Committee's Secretary Main Functions :

1. Receiving the draft legislations which are submitted to the ministerial legal committee and coordinating with the legislations sub panels in order to prepare the needed details, documents and information and make sure that all such needed items are ready and submitted to the President before the meetings dates.
2. Coordinating with the Bureau's President in relation to the subjects that will be included in the legal committee's agenda in light of the list of legislations which are ready to be submitted to the committee and according to the set priorities.
3. Preparing and sending the invitations to attend the legal committee's meetings , in addition to preparing the meeting's agenda and sending it to the related parties who are members of the committee and the related ministers and provide them all with the meeting's fine and document such operation.
4. Preparing the Bureau's President file and prepare all the attachments, documents and correspondences related to the submitted legislation.
5. Noting down the legal committee's meetings' minutes and prepare the decision issued by it and following up the implementation of such decisions, in addition to preparing the related draft correspondences , typing , editing and following up their signing according to the applicable procedures.
6. Following up the incorporation of all the amendments adopted by the committee into the related legislation and submitting it to the Prime Minister in order to submit it to before the Council of Ministers, in addition to documenting such process using a special file.
7. Taking the necessary steps and actions in order to follow up the publication of legislations in the Official Gazette.
8. Registering, indexing and documenting all the correspondences and decisions related to the work of the legal committee.
9. Coordinating with the administrative affairs section in order to provide all the administrative support services needed for holding the legal committee's meetings.
10. Carrying out any functions or works delegated to him/her by the Bureau's President.

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Administrative Unit	The Institutional Services Directorate :
General Competencies	Organizing and preparing the Bureau's estimated draft budgets and following up on the implementing the it, in addition to running the salaries disposition process, managing the human resources development and providing all the administrative services and ensuring the needed supplies. Enhancing the institutional performance through following up the evaluating such performance and improving the provided services.
Direct Supervisor	The Secretary General
Number of Employees	Total Number :
Sections / Subunits	
<ul style="list-style-type: none"> - Head of the Human Resources and Institutional Development Section. - Head of the Financial Affairs Section. - Head of the Administrative Affairs Section. 	
The Institutional Services Directorate's Organizational Structure	

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The Institutional Services Directorate's Main Functions :

1. Ensuring the preparation of the Bureau's annual estimated draft budget in a way that would enable the bureau to achieve its strategic goals and follow up its implementation.
2. Evaluating the Bureau's financial status and providing technical opinions related to the financial aspects.
3. Prepare all the needs related to the Bureau's financial transaction in addition to preparing and auditing the final accounts.
4. Following up the Bureau's financial obligations towards others and managing the disposition of salaries and contributions.
5. Defining the Bureau's human resources needs and planning the use of such resources.
6. Following up the effective implementation of the recruitment and appointment procedures in order to provide the Bureau with the needed qualified personnel.
7. Implementing the directions and decisions related to the employees' affairs such as promotions, annual increases, bonuses, transfer, resignations, dismissal and disciplinary actions.
8. Analyzing, categorizing and defining the Bureau's employees' training needs and preparing and implementing the training plan in addition to evaluating its impact.
9. Following up the implementation of the individual performance management program for all the Bureau's employees and analyzing the results of such program.
10. Following up the status of the employees who are suspended from work.
11. Opening the employees' work files, in addition to keeping, maintaining, updating and archiving such files.
12. Taking the necessary steps in order to provide all employees with health insurance.
13. Provide the Bureau's needs related to supplies and procurement , in addition to supervising the procurement process according to the provisions of the applicable procumbent regulations and adopted procedures.

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1. Financial Affairs Section

Direct Supervisor : the Head of the Institutional Services Directorate

Jobs' Title:

Number	Job Title	Number of Employees
1	Head of the Financial Affairs Section	1
2	Accountant	1
3	Financial Auditor	1

The Section's Main Functions :

14. Preparing the Bureau's annual estimated draft budget in a way that would enable the bureau to achieve its strategic goals and follow up its implementation.
15. Preparing the monthly reports related to the expenditures and the percentage of achievement related to all the budget's items, in addition to preparing the monthly comparative reports between the budgets and the actual financial reports related to the Bureau's projects and activities.
16. Evaluating the Bureau's financial status through the provision of the reports related to the Bureau's financial status which includes the general budget, cash flow and revenue statement.
17. Preparing the employees' salaries and auditing the dues and deductions related to such salaries. Monitoring the changes in salaries in order to make sure that the changes are reflected in the monthly statements. Preparing the money wiring letters for the related beneficiaries.
18. Following up on the Bureau's financial obligations and participations towards the tax authorities especially in relation to the employees' salaries.
19. Preparing the statements related to the social security deductions made and transferred to the Social Security Institutions.
20. Reviewing all the moves related to the financial sub books (payments , revenues , fix assets and bank reconciliations) in order to obtain the preliminary trial balance and preparing the adjusting entries and the final trial balance , in addition to preparing the reports which contains a summary of the revenues and expenditures and the details concerning the debt and credit accounts.
21. Conduct the comparison between the actual results and the predictions in addition to analyzing the accounts and supporting them with the performance summaries and comparing between the actual expenditures and the estimated ones according to the budget's items.
22. Receive the banks' statements and reconciling the expenditures and the revenues statements with the banks statements, in addition to preparing the adjusting entries in order to document the credit and debt interests which are reflected in the bank's statements. Reconciling the actual amounts with the book amounts using the reconciliation forms and keeping such forms in the related files.

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23. Prepare all the needs of the Bureau's financial activities and functions.
24. Keeping all bonds submitted for the Bureau's benefit in addition to following up its renewal and claiming its value when it become due or returning them to the issuance when the need for them ends.
25. Developing the financial procedures, in addition to simplifying and automating such procedures in order to enhance performance.
26. Keeping all receipts, documents and records.
27. Participating in the committees responsible for conducting the inventory in the warehouse and reconciling the differences in addition to stating the value of the items stored.
28. Following up the amendments and developments which might affect the financial legislations and the international accounting procedures in order to be obliged with them.

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2. Administrative Affairs Section :

Direct Supervisor: Head of the Institutional Services Directorate.

Number of Employees

Jobs' Titles:

Number	Job Title	Number of Employees
1	Head of the Human Resources and Institutional Development Section	1
2	Institutional Development Specialist , second grade	1
3	Human Resources Administrator	1

The Section's Main Functions :

1. Defining the Bureau's human resources needs and planning such needs in a way that would achieve its goals and struck a balance between the functions and the human resources needs in relation to number, skills, expertise and academic qualifications.
2. Preparing the list of posts and following up its implementation after officially adopting it and coordinating with the financial affairs section when preparing such list in order to allocate the necessary funds for creating the needed vacancies.
3. Participating in the development and amendment of the Bureau's Organizational Structure.
4. Preparing and updating the administrative units 'main functions. Preparing , developing and updating the job descriptions in coordination with the various panels and directorates in the Bureau according to its needs and the developments in the Organizational Structure.
5. Implementing the administrative directions and decisions in addition to the procedures related to the employees' affairs such as promotion, granting of annual increases, bonuses, transfer, delegation, secondment, overtime, leaves, and dismissal from work and disciplinary penalties.
6. Following up on the effective implementation of the appointment procedures in order to insure the appointment of the appropriate competencies and the participation in the appointment process.
7. Drafting the employees' contracts and its renewal.
8. Analyzing, categorizing and defining the development and training needs of the Bureau's employees and preparing the annual training plan and its implementation.
9. Preparing the annual estimated training budget needed for implementing the training plan , in addition to following up the affairs of the employees who are sent to study in the various institutions and universities.
10. Evaluating the various training centers, which intends to provide training services.
11. Evaluating the training programs and activities in relation to the stated goals and specifications and

The Administrative Units Main Functions' Description

- defining any problems in this regard , in addition to spotting the causes for such problems and providing the correctional recommendations and actions in order to remedy such problems.
12. Developing and implementing the employees' knowledge transfer mechanisms, which they gained by participating in the development and training activities.
 13. Managing the training impact measuring process and submitting the reports in this regard.
 14. Following up the implementation of the Bureau's employee's performance reports and analyzing its results, in addition to benefiting from such reports in coordination with the various directorates' directors.
 15. Developing and following up the implementation of the new employees' orientation program and in order to achieve such goal, prepare and update the new employee manual , which includes all the information needed in order to educate the new employee about the Bureau and the administrative unit he/she belongs to , his/her job functions , the legislations which regulate the Bureau's activities and work , the employee's rights and responsibilities and the level of performance he/she is expected to provide.
 16. Developing the Bureau's draft strategic, so that it confirms with the national priorities and goals and the objectives which the Bureau was established to achieve, in addition to following up the plan's implementation and measuring its results and outcomes.
 17. Providing the Bureau's panels and directorates with the support they might need in relation to the development of the strategic plan and the execution plan related to teach panel and directorate.
 18. Connecting the institutional performance measurement standards with the employees' individual performance measurement standards and the compatibility of each employee's goals with the Bureau's overall goals.
 19. The development of an effective system for the documentation and measurement of the work progress in the programs and projects which are listed in the strategic plan, whether through the periodical or non periodical reports. Making sure that all the panels and directorates are committed to doing so and to submit its reports in the stated dates.
 20. Following up the implantation of the Bureau's programs and projects which are supported and funded by the donating states and agencies and studying and analyzing the work progress reports related to such projects in coordination with the related directorates. Providing the recommendations and the needed amendments in order to ensure the remedy the problems and to make sure that the project ends at the stated time according to the required technical standards.
 21. Supervising all the works related to the provision of the human resources services such as the health insurance and social security services.
 22. Preparing specialized studies in the area of human resources and preparing the statistical indicators related to the human resources features such as the turnover cycle and carrying out surveys in order to diagnose and remedy any problems that might face the work progress or hider its development.
 23. Developing and sustaining a special automated system to administer the human resources which includes an employees' affairs data base and the production of the needed reports in coordination

The Administrative Units Main Functions' Description

with the financial affairs section.

24. Organizing and updating the Bureau's employee's files and keeping all the documents and decisions related to them in such files.
25. Following up the status of the employees who are suspended from work for various reasons such as resignation, leave without pay or sick leaves or other reasons.
26. Supervising the development of effective standard work procedures which cover all the Bureau's functions and works, in addition to simplifying the services procedures which are provided by the Bureau. The review, modernization and automation of such procedures in coordination with the various related directorates.
27. Following up the amendments and developments which affect the laws, regulations and instructions related to the development of human resources and seeking the development of the work procedures and processes.

The Administrative Units Main Functions' Description

3. Administrative Affairs Section :

Direct Supervisor: Head of the Institutional Services Directorate.

Number of Employees

Jobs' Titles:

Number	Number	Number
1	Head of the Administrative Affairs Section	1
2	Incoming and Outgoing Registration Clerk , third grade	1
3	Reception Clerk , third grade	1
4	Supplies and Procurement Clerk , third grade	1
5	Operator	2
6	Driver	4
7	Motorcycle Driver	1
8	Messenger	6

The Section's Main Functions :

1. Analyzing and defining the actual needs related to supplies, equipment, tools and the other Bureau's directorates' needs.
2. Preparing an annual plan which contains the Bureau's needs related to supplies and securing the needed approvals for such plan.
3. Making sure that all the supplies requests are complete and justified and securing the actual needs within reasonable time.
4. Following up the bidding process according to the applicable supplies regulation and the applied procedures in this regard in order to provide the Bureau with its needs.
5. Inspecting and reviewing the purchase requests in order to make sure that such requests fulfill the main requirements and procedures.
6. Receiving and handing out the supplies in addition to drafting the documents related to such actions.
7. Managing the supplies' records.
8. Following up on the proper execution of the contracts and agreements concluded with external parties in order to provide the Bureau with the needed supplies in addition to clearing any supplies bought from outside the country.
9. Supervising the registration of all outgoing and incoming correspondences according to the applied

The Administrative Units Main Functions' Description

numbering and coding system and referring such correspondences to the legislations and consultations following up office.

10. Following up on providing the Bureau and its facilities with the needed water, electricity and fuel in coordinating with the related internal and external parties.
11. Supervising the vehicles movement and its licensing and maintenance. Registering the vehicles daily movement and the amount of fuel it consumes in addition to following up on the derivers' work.

The Administrative Units Main Functions' Description

Administrative Unit	Documentation and IT Directorate
General Competencies	Providing the scientific accurate resource of all applicable legislation in the Kingdom. Building and establishing a legislative data and information base, which would expedite the Bureau's functions, enhance communication and outreach in addition to increasing the awareness regarding the Bureau's objectives and mission. Collecting legal information and establishing a legal library.
Direct Supervisor	Secretary General
Number of Employees	Total Number :
Sections /Subunits	
<ul style="list-style-type: none"> - Head of the Legislative Information and Communications, this section shall be responsible for the Bureau's library. - Head of the IT Section. 	
Documentation and IT Directorate Organizational Structure :	

The Administrative Units Main Functions' Description

The Administrative Units Main Functions' Description

The IT and Archiving Directorate's Main Functions:

1. Documenting the legislative information and all legislations in the Kingdom, in addition to effectively and accurately publishing, keeping and indexing such legislations and making it available to all concerned persons and parties , taking into consideration the provision of an easy access to such legislations.
2. Establishing a modern and developed legal library (electronic and hard copy), in addition to updating it on regular basis.
3. Modernizing the Bureau's website and updating it on regular basis.
4. Working towards enhancing the Bureau's reputation and building its institutional and media identity.
5. Building a communication network with the medial outlets and working as a concoction point between the Bureau and the various media organizations in order to communicate the Bureau's massage and cover its news and activities.
6. The development of a strategy concerning the administration and management of the information technology and the establishment of execution work plans with defined time frames.
7. Coordinating with other related parties in order to provide the legal resources and the needed information such as the Ministry of Justice and the regular courts.
8. Provide the Bureau's employees with the need IT technical support.
9. The development of programs and the IT systems in addition to updating and modernizing such systems and programs.

The Administrative Units Main Functions' Description

1. The Communications and Legislative Information Section :

Direct Supervisor: Head of Documentation and IT Directorate:

Number of Employees : 6

Jobs' Titles:

Number	Number	Number
1	Head of the Communications and Legislative Information Section	1
2	Public Relations and Communications Specialist	1
3	Data Entry /Typist	3
4	Librarian , third grade	1

The Section's Main Functions :

1. Documenting and publishing all legislations, in addition to indexing and updating such legislations on the Bureau's website on regular manner and making them available to the interested persons in any easy and accessible way.
2. The establishment of a developed electronic and hardcopy library in addition to indexing and categorizing such library and provide it with the jurisprudential resources in legal studies and legislation.
3. The constant review of all modern legal, judicial and administrative resources, books periodicals, which are related to the Bureau's work.
4. The establishment of a new and modern legal data base. In order to achieve such goal it shall collect and categorize the specialized legal studies and research papers, in addition to the related decisions.
5. Coordinating with the IT section in order to automate the library and index all its books and resources and provide its users with easy access to its content.
6. Prepare and update the automated and hard copy records needed in order to lend the library's books and resources and provide the employees and users with the needed information.
7. Providing the library with the most modern electronic legal references and resources in addition with legal and portals related to legislations and other related topics. The provision of the tools needed for research through the internet.
8. Working towards uplifting and enhancing the Bureau's reputation and building its institutional and media identity.
9. Preparing a comprehensive media plan and indentifying the targeted groups in addition to implementing and evaluating such plan.
10. Preparing and publishing media materials issued by the Bureau such as news articles , articles and

The Administrative Units Main Functions' Description

press releases.

11. Building an expanded communication network with the various medial parties and working as a connection point between the Bureau and the various media outlets , including newspapers, magazines , radio and TV stations and coordinating with such parties in order for them to attend and cover the events held by the Bureau.
12. Providing replays to all journalists' questions and keeping them informed of all recent news and events.
13. Following up the various media outlets in order to spot , analyze and document the news related to the Bureau's work and keeping the Bureau's employees informed of the latest news and events through the daily news report.
14. Modernizing and updating the Bureau's website in coordination with the IT section and the legislations and consultation follow up office.
15. The estalbihsment of an effective mechanism in order to answer all the inquires and questions submitted through the website in coordination with the related sections and directorates.

The Administrative Units Main Functions' Description

2. IT Section :

Direct Supervisor: Head of the Documentation and Legislative Information Directorate :

Number of Employees

Jobs' Titles:

Number	Number	Number
1	Head of the IT Section	1
2	Programmer/ Data Bases' Specialist	1
3	IT Support Technician	1

Sections' Main Functions :

1. Studying all the special data basis which are needed to carry out the Bureau's functions and taking all the necessary steps in order to build such data basis in coordination with the related panels and directorates in addition to the continues updating of such basis.
2. Preparing the specifications related to IT equipment such as the computers, printers and other equipment.
3. Ensuring the effective functions of the programs and equipment utilized by the Bureau and supervising its maintenance and ensuring its security, in addition to keeping spare copies of such.
4. Provide the electronic communication means through the use of electronic mail and internet for the entire Bureaus' employees and training them on the effective use of the internet and email.
5. Following up the process of creating a new email account for new employees in addition to a new account related to the Bureau's intranet and supervising the termination of such accounts when the employee ends his/her job relation with the Bureau.
6. Implementing, modernizing and following up the electronic government national program.
7. Provide the Bureau with the needed antivirus programs and program's maintenance.
8. Provide the Bureau's employees with the technical support in relation to the programs and systems they use in addition to providing them with the needed training on the use of the various utilized automated programs.
9. Ensuring the effectiveness of the IT equipment and following up on the maintenance contracts.
10. Technical supervision on the Bureau's website and its maintenance.
11. Following up on the licensing of the automated programs used by the Bureau.

The Administrative Units Main Functions' Description

Administrative Unit	Bureau's President Office
General Competencies	Organizing the correspondences and the incoming and outgoing mail of the president's office, in addition to following up such mail with the related parties and filing such mail in a manner which facilitates its retrieval when needed. Ensuring the proper filing and archiving of the files and records according to the adopted archiving system. Working towards the development of the related procedures in order to increase effectiveness, simplify the work and expedite the processes.
Direct Supervisor	President of the Legislative and Opinion Bureau
Number of Employees	
Sections/Subunits	
None	
Bureau's President Office Organizational Structure	

President's Office Main Functions:

1. Receiving all subjects and issues submitted to the Bureau's president and making sure that it contains all the needed information and documents.
2. Following up the work of the specialized committees, which are chaired by the president, and preparing the invitation letters for such committees meetings, preparing the meetings' agendas and the meetings' minutes.
3. Organizing the holding of all types of meetings.
4. Organizing the correspondences and the incoming and outgoing mail of the president's office, in addition to following up such mail with the related parties and filing such mail in a manner which facilitates its retrieval when needed. Ensuring the proper filing and archiving of the files and records according to the adopted archiving system. Working towards the development of the related procedures in order to increase effectiveness, simplify the work and expedite the processes.
5. Provide the president with the needed assistant in relation to the preparation of the correspondences and reports in addition to typing them.
6. Receiving high ranking visitors and according to the organized appointments.
7. Coordinating with related parties in order to make all the needed hotels and restaurants bookings in addition to organizing the receptions held by the president. Following up on all matters related

The Administrative Units Main Functions' Description

to the presidents internal and external travels.

8. The daily follow up of the new decisions and notifications related to the Bureau.
9. Receiving complaints and other remarks and submitting them before the president.
10. Continues coordination with the secretary general's office according to the work needs.
11. Providing the related parties with the decisions issued by the president's office and following up the monthly reports and annual plans of the various Bureau's directorates, sections and panels.
12. Keeping all the documents which are related to the office's work in a way that facilitates its fast and accurate retrieval.
13. Ensuring the provision of all assisting services to the president's office in coordination with the administrative affairs section.

The Administrative Units Main Functions' Description

Administrative Unit	The Internal Monitoring and Auditing Unit:
General Competencies	Preserving and protecting public funds and assets and ensuring the appropriate use of such funds , in addition to ensuring the correctness and accuracy of all the administrative procedures and transactions in addition to the accuracy of the financial data and accounting information in order to make enhance the effectiveness and abilities of the Bureau to achieve its set goals and objectives and to ensure the adherence to all applicable policies and legislations in this regard.
Direct Supervisor	President of the Legislative and Opinion Bureau
Number of Employees	1
Sections/Subunits :	
Financial Auditor	
The Internal Monitoring and Auditing Unit Organizational Structure :	

The Administrative Units Main Functions' Description

The Internal Supervision and Control Unit's Main Functions :

1. Ensuring that the Bureau applies an internal auditing and monitoring system which is suitable to its needs and ensuring that it carries out its functions in an appropriate manner in addition to the preparation of a financial auditing manual.
2. Suggesting the plans needed for the development of the administrative and financial auditing and monitoring systems including an annual plan for financial auditing and working towards the introduction of new and developed monitoring methods
3. Ensuring that all the related sections, directorates and panels do adhere to the applicable legislations in order to limit the number of mistakes and discover such mistakes when it occurs and to ensure that such sections and directorates do carry out the administrative and financial actions in the right way and according to the financial and administrative policies which govern the Bureau's work. Spotting and evaluating the actual performance rates and comparing them with the rates decided for such directorates and sections and their employees. , in addition to submitting the inspection reports related to any problems and their causes along with the recommendations and suggestions in order to remedy them.
4. Ensuring the accuracy of the financial and accounting records and information and ensuring the effectiveness of the applied financial transactions and protecting the financial sources and assets from any misuse.
5. Preparing periodical and non periodical reports which include the results and recommendations related to enhancing the Bureau's functions and also related to the financial control activities.
6. Conducting researches and special studies related to the Bureau's activities in order to reveal any administrative or financial infractions and correct them.
7. Providing advice and opinion in relation to financial and administrative subjects and participating in the investigations related to the Bureau's activities.
8. Ensuring the proper and correct use of the human and financial resources and the Bureau's assets and ensuring the effectiveness of the administrative procedures and evaluating the degree of compliance with the related laws , regulations and instructions.
9. Establishing the risk management plan and following up its implementation in coordination with the related directorates and sections